

INSTRUCTIONS FOR COMPLETION

(For use of this form, see USMEPCOM Reg 715-4)

<u>COLUMN</u>	<u>ENTRY</u>
DATE	THE DATE THE FORM IS PREPARED.
VENDOR	THE NAME OF CONTRACT ESTABLISHMENT.
NAME	PRINT (OR TYPE) THE NAME (LAST, FIRST, MIDDLE INITIAL) OF ALL THE INDIVIDUAL RECEIVING THE SERVICE. A SEPARATE LINE WILL BE USED FOR EACH SERVICE SUPPLIED AN INDIVIDUAL.
SSN	THE SOCIAL SECURITY NUMBER ASSIGNED TO THE APPLICANT. IF THE APPLICANT DOES NOT HAVE AN ASSIGNED SSN, ENTER NONE."
ARRIVAL INFORMATION DATE	ENTER THE DATE (DAY AND MONTH) APPLICANT ARRIVED AT CONTRACT ESTABLISHMENT. EXAMPLE: 1 JUN 87.
HOURL	TIME THAT THE APPLICANT ARRIVED AT CONTRACT ESTABLISHMENT REQUESTING THE SERVICE. EXAMPLE: 7:00 PM.
MILITARY SERVICE	ENTER APPROPRIATE MILITARY SERVICE (ARMY, NAVY, AIR FORCE, MARINE CORPS) FOR WHICH THE APPLICANT IS TO BE PROCESSED.
KIND OF SERVICE	SHOW THE TYPE OF SERVICE BEING PROVIDED. LODGINGS: "LS" FOR SINGLE, "LD" FOR DOUBLE, "S" FOR SUPPER, AND "B" FOR BREAKFAST. EACH SERVICE FURNISHED AN INDIVIDUAL WILL REQUIRE A SEPARATE LINE ENTRY.
APPLICANT/ENLISTEE	ENTER "X" IN APPLICANT BLOCK IF NOT SWORN IN. ENTER "X" IN ENLISTEE BLOCK IF SWORN IN.
APPROVAL RECEIVED FROM (NAME & TITLE OF MEPS/RECRUITING OFFICIAL OR APPLICANT RECORDS)	LIST INFORMATION AS APPROPRIATE. EXAMPLE: (1) JOHN SMITH MEPS BUS DRIVER (2) NAME OF AUTHORIZING RECRUITING OFFICIAL (3) APPLICANT RECORDS DD FORM 4, AND SOCIAL SECURITY CARD
SIGNATURE OF APPLICANT RECEIVING SERVICE	OBTAIN THE SIGNATURE OF THE INDIVIDUAL RECEIVING THE SERVICE.
PRICE OF MEAL	FOR THOSE VENDORS WHO FURNISH MEALS UNDER CONTRACT THAT CALL FOR REIMBURSEMENT OF THE FOOD AND BEVERAGE (NON-ALCOHOLIC) TAKEN, VENDOR WILL ENTER THE ACTUAL COST OF ITEMS TAKEN , UP TO THE CONTRACTUAL DOLLAR CEILING OF THE MEAL, AFTER HIS/HER SIGNATURE.